Sample Records - Entering Test Results

BACKGROUND: After a sample has been received at its lab unit and its tests have achieved a status of "10 – Test in Queue," you can enter test results in the test's associated agency view.

ROLES: Materials Technician, Materials Lab Supervisor, Materials Lab Technician, Construction Project Engineer, Materials Rover, Materials Review and Approve

NAVIGATION:

Materials Worksheets > Enter Test Results >

1. On the Enter Test Results page, use the search and filter fields at the top of the collapsible Tests panel to find the desired test. If the test is a retest, look for it in the collapsible Retests panel instead. In either case, the Lab Unit field filters the queued tests by their assigned lab.
2. On the desired test, click the blue arrow on the right to open its Row Actions menu, click on Views to open the Views section, and click the name of the test's **Agency View**. In most cases, the name of the agency view is the test method's AASHTO or ATM number and name.
3. On the Agency View Summary page, enter test results as appropriate. When you are done, click **Save** in the upper right corner.
4. When all results have been entered and the test is ready for review, return to the Enter Test Results queue and find the desired test. Click in the checkbox on the left side of the row and click the **Mark Tests Complete** button at the bottom of the page. The test status is changed to "40 – Test Complete." The test is removed from the Enter Test Results queue and added to the Review Tests queue.